



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Professional Congress Organizer for the 5 th International Marine Protected Areas Congress (IMPAC5)		Date October 22, 2020
Solicitation No. – N° de l'invitation F5211-190712A		
Client Reference No. - No. de référence du client FP894-190016		
Solicitation Closes – L'invitation prend fin At / à : 14 :00 AST (Atlantic Standard Time) On / le : November 12, 2020		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Hannah State Senior Contracting Officer Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

Table of Contents

PART 1 - GENERAL INFORMATION.....	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK	3
1.3 DEBRIEFINGS.....	3
1.4 TRADE AGREEMENTS.....	3
1.5 PROCUREMENT OMBUDSMAN.....	3
PART 2 - BIDDER INSTRUCTIONS.....	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS	4
2.3 ENQUIRIES - BID SOLICITATION	4
2.4 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS	5
3.1 BID PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	6
4.1 EVALUATION PROCEDURES	6
4.2 BASIS OF SELECTION	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	8
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD	8
5.2 CERTIFICATIONS REQUIRED WITH THE BID.....	8
ATTACHMENT 1 TO PART 5.....	12
PART 6 - RESULTING CONTRACT CLAUSES.....	13
6.1 SECURITY REQUIREMENTS	13
6.2 STATEMENT OF WORK	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	13
6.4 TERM OF CONTRACT	14
6.5 AUTHORITIES.....	14
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
6.7 PAYMENT	15
6.8 INVOICING INSTRUCTIONS	16
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	16
6.10 APPLICABLE LAWS.....	16
6.11 PRIORITY OF DOCUMENTS	17
6.12 PROCUREMENT OMBUDSMAN.....	17
6.13 INSURANCE G1005C (2016-01-28) – No SPECIFIC REQUIREMENT	17
ANNEX “A” – STATEMENT OF WORK	18
ANNEX “B” – BASIS OF PAYMENT	28
ANNEX “C” – EVALUATION CRITERIA	34

Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number F5211-190712 dated February 13, 2020 with a closing of March 9, 2020 at 1400 ADT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is limited to Canadian goods and/or services.

1.5 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$26,400 for goods and under \$105,700 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003 \(2020-05-28\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **British Columbia**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

- Section I: Technical Bid** (one soft copy in PDF format)
- Section II: Financial Bid** (one soft copy in PDF format)
- Section III: Certifications** (one soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Annex C for details.

4.1.1.2 Point Rated Technical Criteria

Please see Annex C for details.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list at the time of contract award.

5.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.2.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), to be given further consideration in the procurement process.

5.2.2 Status and Availability of Resources

SACC Manual clause [A3005T](#), (2010-08-16) Status and Availability of Resources

Name and Signature of Bidder's Representative

5.2.3 Education and Experience

SACC Manual clause [A3010T](#), Education and Experience

Name and Signature of Bidder's Representative

5.2.4 Electronic Payment of Invoices – Bid

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () Direct Deposit (Domestic and International)

5.2.5 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.2.6 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a)** The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b)** The status of the contractor (individual, unincorporated business, corporation or partnership:

- c)** For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d)** For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

5.2.7 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ()

No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;

b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ()

No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

Signature

Date

Print Name of Signatory

ATTACHMENT 1 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010B \(2020-05-28\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.1 Subsection 10 of [2010B \(2020-05-28\)](#), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010B 10 ([2020-05-28](#)), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@canada.ca. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);

- i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. Deduction for holdback, if applicable;
 - k. The extension of the totals, if applicable; and
 - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from date of Contract to January 31, 2022 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hannah State
 Title: Senior Contracting Officer
 Department: Fisheries and Oceans Canada
 Directorate: Materiel & Procurement Services
 Address: 301 Bishop Drive
 Fredericton, NB E3C 2M6
 Telephone: 506-429-2622
 Facsimile: 506-452-3676
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority *(to be inserted at contract award)*

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone : ____ ____ _____
 Facsimile: ____ ____ _____
 E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the

technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(to be inserted at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ *(to be inserted at Contract Award)*. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be inserted at Contract Award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of

the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca
CC AP Coder: *(to be inserted at contract award)*

6.8.1.2 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province British Columbia.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (to be inserted at contract award).

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$26,400 for Goods and under \$105,700 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28) – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX “A” – STATEMENT OF WORK

1. Scope

1.1. Title

Professional Congress Organizer for the 5th International Marine Protected Areas Congress (IMPAC5)

1.2. Specific Requirements

The Department of Fisheries and Oceans Canada (DFO) is looking for a Professional Congress Organizer (PCO) to support the planning of the 5th International Marine Protected Areas Congress (IMPAC5). The congress is expected to be held at the Vancouver Convention Centre (VCC) in Vancouver from June 23 to 30, 2022, **but the program for the Congress remains to be established.**

1.3. Background, Assumptions and Specific Scope of the Requirement

Since 2005, as a collaborative effort between the International Union for the Conservation of Nature (IUCN) and the host country, IMPAC has been an important platform, both technically and politically, for promoting marine protected areas (MPA) as a key instrument of ocean sustainability. Convened every four years, IMPAC is an opportunity for the global community of managers and practitioners of marine conservation to exchange knowledge and experience, and strengthen best practices in the application and management of MPAs, for the effective conservation of marine biodiversity, and the natural and cultural heritage of the oceans.

To date, four IMPAC events have taken place in Geelong, Australia (2005), Washington, D.C., United States of America (2009), Marseille, France (2013), and La Serena-Coquimbo, Chile (2017). During the closing ceremony of IMPAC4, Canada was awarded the host role for IMPAC5.

IMPAC5 will be the first major international marine conservation event following the negotiation of post-Aichi targets under the United Nations Convention on Biological Diversity now scheduled for the spring of 2021 in China.

IMPAC5 opening ceremonies are planned for Thursday June 23, 2022. The Congress will then continue with a wide range of sessions (including presentations, exhibition pavilions and booths, posters, workshops, symposia, knowledge cafés and plenaries) with over 3,000 participants anticipated. Closing ceremonies will be on Wednesday June 29 followed by a Ministerial Segment on Thursday June 30. The June 30 event allows for heads of state and/or international ministers (or their representatives), as well as high profile delegates regularly engaged in marine conservation, to come together and commit or recommit to recommendations and outputs from the Congress. Opening and closing ceremonies will include celebrity keynote speakers and Canadian cultural events.

Through hosting IMPAC5, the Government of Canada seeks to meet the following goals:

1. Demonstrate Canada’s support for marine conservation efforts such as networks of marine protected areas and marine spatial planning.
2. Provide an opportunity for countries to come together to develop a roadmap to 2030 for ocean conservation.
3. Provide an opportunity to celebrate and galvanize global cooperation in marine conservation.
4. Share what is uniquely Canadian: our vast marine and coastal environment, the rich diversity of local and Indigenous coastal cultures, and our world-class ocean science and management regime.

5. Showcase our collective Canadian efforts, including by Indigenous leaders and groups, provincial and territorial partnerships, stakeholder contributions, and the important engagement of civil society and youth.

A Secretariat, composed of federal government employees, has been established at DFO to lead the planning, to implement and host the 5th International Marine Protected Areas Congress. The Secretariat is responsible for securing the venue for the Congress; managing logistics including catering and AV; managing abstract submission and developing the Congress program; and, managing invitations, accommodations and travel arrangements for guests and speakers.

2. Objectives

The main objective is to obtain the services of a Professional Congress Organizer (PCO) to support the planning and delivery of the 5th International Marine Protected Areas Congress (IMPAC5).

3. Contract Period

The period of the Contract is from date of Contract to October 31, 2022 inclusive.

4. Requirements

4.1 Tasks, Activities, Deliverables and Milestones

The main responsibilities of the Contractor's resource(s) are to manage elements of logistics for the planning of IMPAC5, including:

- participant registrations;
- participant travel and accommodations;
- exhibition program;
- aspects of the sponsorship program;
- side events;
- extension program including recommending options for social activities and local, regional and national field trips;
- recommend entertainment options and provide advisory services for the planning of opening and closing ceremonies;
- supply and manage on-site staffing; and,
- financial management for revenues

Activities will be approved by the IMPAC5 Secretariat based on recommendations of the Contractor.

More specifically, the Contractor's resources are responsible for (but not limited to) completing the following tasks:

4.1.1 Registrations: process registrations and manage enquiries from participants leading up to and during Congress week; provide use of an electronic registration system, to be linked to the event website, with a system capacity able to handle large volumes (i.e. allowing for up to 5000 registrations) and including reporting functions and ability to generate computerised mailing lists to contact registrants. The registration system must have capacity to receive, to allow modifications and to distribute abstract submissions and, pursuant to 4.1.10 below, be able to be linked to a payment system to collect registration fees in advance of the event and on site during the event.

4.1.2 Travel and accommodations: research and provide a variety of hotel options to Congress participants advertised via the event website for them to make their own reservations (tiered options: low cost, medium cost and higher cost); research and provide transport options (to and from the airport and as applicable, from hotels to Vancouver Convention Centre if hotel options provided are not within walking distance); negotiate accommodation costs, reserve blocks of rooms, and monitor to avoid possible penalties; manage general

enquiries from participants, and liaise with hotels as necessary. The Secretariat will be managing accommodation reservations for speakers, guests and staff using the same blocks of rooms reserved by the Contractor.

- 4.1.3 Exhibition:** develop and promote trade show/exhibition package, including but not limited to: booth options, logistic information, inclusions, exclusions, order forms, process and payment, to be linked to the event website; recommend potential exhibitors in collaboration with the IMPAC5 Secretariat; liaise with and manage exhibitors; design and layout of exhibition space. This includes providing a booking system for exhibits that can be linked to a payment system pursuant to 4.10.1 below.
- 4.1.4 Sponsorships:** support the IMPAC5 Secretariat in the development and promotion of the sponsorship package including but not limited to: sponsorship levels and opportunities, entitlements and benefits, key dates, process and payment, to be linked to the event website; recommend potential sponsors in collaboration with the Secretariat and solicit sponsorships, where so directed. Includes management of sponsorship fees through a payment system. The Secretariat will retain overall direction of the sponsorship program and remain the leader on liaison with, and management of, sponsors.
- 4.1.5 Side events:** advertise possibility to Congress participants to host their side events (occurring concurrently during the congress week) within the reserved space of the venue (DFO has reserved the majority of the Vancouver Convention Centre (West) and space therein is available to be rented by participants for side events); manage schedule and space reservation; liaise with venue for additional requests such as catering or AV; respond to enquiries from participants regarding planning of side events. This includes providing a booking system for side events that can be linked to a payment system pursuant to 4.10.1 below.
- 4.1.6 Extension program:** (Participants could participate in these events pre- or post-Congress and/or in the evenings. Options provided should align with the Congress' objectives and themes and may include field trips, tours, social events, etc.; must include short, half day, full day and multi-day options): research and recommend options for activities outside of the Congress Program; package and price offerings; coordinate and process bookings, payments and enquiries; confirm numbers; provide and/or arrange transport options (to and from event locations) for participants to get to these activities. This includes providing a booking system for extension activities that can be linked to a payment system pursuant to 4.10.1 below.
- 4.1.7 Opening and closing ceremonies:** jointly with the IMPAC5 Secretariat, research and recommend entertainment options for the opening and closing ceremonies as special events of the Congress program; provide advisory services for event production. All aspects of the opening and closing ceremonies will be controlled and directed by the IMPAC5 Secretariat and defined at a later date.
- 4.1.8 Volunteers:** recruit and train volunteers for onsite support services such as directing participants during Congress week; greeting and hosting participants; and, managing on site information booths for the activities enumerated above. It is expected that at least 30 volunteers will be required each day, accounting for 2 shifts per day. Training to volunteers must be provided prior to the event.
- 4.1.9 Onsite event management during the Congress:** includes in-person service for registration, travel and accommodation, exhibition, side events, and extension program; management of volunteers and their schedule during Congress week; and, support of opening and closing ceremonies. The Contractor must provide onsite management and set-up and tear-down of equipment required for their services as applicable on the day before and after the Congress.
- 4.1.10 Revenue Management:** As described above, the Contractor will arrange for the collection of Congress revenues as directed, including fees and other revenues, for registrations, exhibitions, sponsorships, side events, extension activities, and others sources as directed. The Contractor will be provided with procedures for revenues to be deposited to a Government of Canada bank account in such a manner and at such time intervals as may

be directed by the Project Authority from time to time. At no time shall Contractor set off any of its expenses under this contract against any revenues it might collect on behalf of IMPAC5.

4.2 Timelines

The Contractor's resource(s) are required to complete each component of the work within the following timeframes:

<u>Task/Deliverable</u>	<u>Timelines</u>
<u>Registration (including development of registration system)</u>	<u>Contract Award to June 30, 2022</u>
<u>Coordinating Travel and Accommodations</u>	<u>Contract Award to June 30, 2022</u>
<u>Sponsorship</u>	<u>Contract Award to June 30, 2022</u>
<u>Exhibition</u>	<u>January 2021 to June 30, 2022</u>
<u>Side Events</u>	<u>January 2022 to June 30, 2022</u>
<u>Extension Program</u>	<u>January 2021 to June 30, 2022</u>
<u>Volunteer Program</u>	<u>January 2022 to June 30, 2022</u>
<u>On-site Event Management and Production</u>	<u>June 20, 2022 to July 1, 2022</u>
<u>Financial Management</u>	<u>Contract Award to October 31, 2022</u>

4.3 Specifications and Standards

All work under the resulting contract must meet the specifications and standards customary to first class international conventions and as deemed appropriate by the Project Authority and DFO managers within the IMPAC5 Secretariat and consistent with other guidance developed for the Government of Canada.

4.4 Method and Source of Acceptance

The work must meet standard DFO requirements for work of a similar nature for use internally by DFO. All services rendered under the resulting Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any service that is not considered satisfactory, or require its correction before payment will be authorized.

4.5 Change Management Procedures

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anyone other than the Contracting Authority.

4.6 Reporting Requirements

The Contractor must report on progress on a bi-weekly basis to the Project Authority (or other Secretariat staff as identified by the Project Authority) and is required to present draft products for input and approval prior to their finalization and implementation.

4.7 Project Management Control Procedures

The Project Authority will report to Project Executives on progress on a monthly basis to ensure milestones are being met. Proposed products must be presented for approval to managers within the IMPAC5 Secretariat and/or to Project Executives, as applicable, prior to finalization to ensure the products meet the requirement of IMPAC5.

5. Constraints

5.1 Congress Program - Sessions

The number of sessions (workshops, symposia, plenaries, knowledge cafes) will be determined by the Secretariat after Contract Award, once the Congress Program has been established. The Secretariat will be responsible for managing these sessions.

5.2 Hotel Room Reservations

The Contractor is responsible for reserving rooms and coordinating room bookings for all regular registrants. The Secretariat will handle bookings for guests and staff using the blocks of rooms reserved by the Contractor (to benefit from the same discounts).

The Contractor shall reserve blocks of rooms in each of the three price brackets: lower, middle and higher. The dollar ranges for these blocks are to be based on Vancouver market conditions and must be approved with the Secretariat prior to the booking process beginning. The contractor will be provided with the thresholds prior to commencing the booking process.

The number of room reservations will be determined by the Contractor for approval by the Project Authority.

Since most participants needing accommodations are expected to be international, estimates should consider accommodations from at least Wednesday June 22 to Wednesday June 29 inclusive (departure on June 30, i.e. 8 nights) and in some cases longer to accommodate pre and post congress activities.

The Contractor is responsible for the negotiation of contracts for booking blocks of rooms and will be the signatory of these agreements.

The cost of rooms will be paid by participants; however, the Contractor is responsible for booking and coordinating the rooms.

5.3 Exhibitor Booths, Dimensions and Exhibit Solicitation

The Contractor is responsible for managing and coordinating exhibitors and exhibitor booths. The total number of exhibitor booths will be determined at a later date, once the Contract is awarded and the number of exhibitors is established. A minimum of one hundred (100) 10'x10' exhibitor booths (or equivalent) is anticipated.

IMPAC5 Secretariat has secured the West Exhibit Hall A at the Vancouver Convention Centre for exhibitor booths. The dimensions are the following: 195' x 300' (59.44m x 91.44), usable area 58,502 sq ft (5,435 sq m), and capacity for 304 10x10 booths.

The Contractor is responsible for managing the process of exhibitor solicitation and development of solicitation package. This package will be made available through the event website and must include, but not limited to, booth options, logistic information, inclusions, exclusions, order forms, process and payment. Generating a list of potential exhibitors will be a collaboration between the Contractor and IMPAC5 Secretariat.

Exhibitors are responsible for covering their own exhibitor services (e.g. A/V, power, materials handling) as part of their exhibition booth requirements. The Contractor is not responsible for the cost of A/V services as it pertains to exhibitor booths.

The Contractor is responsible for managing costs and revenues associated with exhibitor booths. Exhibitors are to be charged fees that will be set by the Secretariat at a level to recover all direct costs and to contribute to DFO's space rental costs at the VCC.

5.4 Sponsorship Costs and Revenues

The Contractor is responsible for the development and promotion of a sponsorship package that must include, but not limited to, sponsorship levels and opportunities, entitlements and benefits, and, key dates, process and payment and for soliciting sponsorships from those clients/categories assigned to it by the Secretariat and for all costs associated with these activities.

5.5 Field Trips and Tour Options

The Contractor is responsible for generating a list of tour and field trip options including evening tours (outside of the Congress Program), pre- and post-congress tours of half days, full days or more. There is no set number of pre and/or post tour options. With guidance from the Secretariat, the Contractor will develop options and recommendations to the Secretariat and the Secretariat will select the field trips and tours based on the input from the Contractor.

Each IMPAC event is different and has particularities of the host country. With guidance from the Secretariat the Contractor is responsible for generating a new list of potential field trips and tour options, rather than relying on past lists (from previous IMPAC events).

5.6 Side Events

Side Events are events that take place within that part of the Vancouver Convention Centre that is under contract to DFO and administered by the Secretariat during the Congress. Within this space, participants in the Congress may, at their own expense, host their own events (Side Events). The Contractor is responsible for promoting and managing side events including making arrangements with the Convention Centre and the participants and collecting and remitting all revenues. Proposed Side Events must be pre-approved by the Secretariat. The number of side events will be determined by the number of requests from participants, limited by the space available.

Congress participants are responsible for covering the entire cost of hosting side events. The Secretariat may allocate a cost for the use of the space in the VCC which is under contract to DFO.

Side Event hosts are responsible for covering their own exhibitor services (e.g. A/V, power, materials handling) as part of their exhibition booth requirements. The Contractor is not responsible for the cost of A/V services as it pertains to exhibitor booths.

5.7 Role of Volunteers

The Contractor is responsible for the recruiting, training and managing of volunteers. Volunteers are expected to provide support for the duration of the Congress itself such as directing participants during the Congress and managing information booths. DFO does not have a list of potential volunteers; it will be up to the Contractor to undertake the recruiting process based on suggestions from DFO.

5.8 Program Content, Speaker Management and Presentations

IMPAC5 Secretariat is responsible for program content, including the abstract submission process, and speaker management. These activities are not included as part of this Contract.

5.9 Hospitality, Food & Beverage Arrangements

IMPAC5 Secretariat is responsible for managing hospitality, food & beverage arrangements. Hospitality, Food & Beverage is not included as part of this Contract.

5.10 Protocols

Global Affairs Canada through the IMPAC5 Secretariat is responsible for managing protocols.

5.11 Congress Logistics

IMPAC5 Secretariat is responsible for the congress logistics relating to the Congress Program. The Contractor will be consulted for advice and recommendations regarding congress logistics (i.e. room assignments, layout, etc.) however, responsibility will remain with IMPAC5 Secretariat. IMPAC5 Secretariat will make decisions based on the Contractor's recommendations.

5.12 Badges/Lanyards

The Secretariat is responsible for supplying badges and lanyards for all Congress participants. The Contractor is responsible for printing the insert cards (as per the number of registrants attending in person) according to specifications provided by the Secretariat. The IMPAC5 Secretariat is responsible for determining details associated with the badges and lanyards, such as the dimensions to use and which information to include.

5.13 Other Direct Items

The Contractor is responsible for providing and covering all direct items associated with carrying out its work under this Contract, which includes, but is not limited to, the following:

5.13.1 Administrative and other expenses:

- a) Project office space including the Contractor's hardware and software
- b) Word processing
- c) Non-project specific reports
- d) Photocopying
- e) Stationery
- f) Courier and telecommunications charges
- g) Local travel
- h) Security deposits
- i) Registration invitations and registration management
- j) Accounting and legal fees

5.13.2 Materials, Equipment and Supplies and Other Items:

- a) Commercial transportation
- b) Requirement-specific insurance coverage
- c) Parking costs
- d) Mailing, courier and shipping fees
- e) Labour and delivery (to help with set up/take down of equipment)
- f) Internet access

There will be no conference bags offered at the Congress.

5.13.3 Other Items covered by DFO

DFO will be responsible for covering the following items under this contract:

- a) Marketing associated with registrations (web design, print materials and advertisements)
- b) Lanyards/badges
- c) Tent cards
- d) Flip charts
- e) Markers
- f) On-site printing at the Congress venue during the event

- g) Signage
- h) Audio/video equipment rental (for opening/closing ceremonies and side events), including microphones, screens, projectors, internet access and any other specialized equipment
- i) Simultaneous interpretation equipment rental
- j) Photocopies, telephone, facsimile charges at the Congress venue during the event
- k) Marketing and promotion services for event
- l) Entertainment (musicians, DJ, comedian/speaker fees)
- m) Décor (linens, table skirting, chair covers, tents, staging, signage, accent lighting, centerpieces, flowers, balloons, and any other physical items)

5.14 Registration, Financial Management and Event Website Requirements

5.14.1 Registration

The Contractor is responsible for managing the registrations and all subsequent communications with registrants of the Congress. The development of the computerized mailing list will be a collaboration between the Contractor and the Secretariat.

The Contractor is responsible for creating and managing the registration database.

The Contractor is responsible for providing and operating a financial management system for registration that can collect and account for all registration, exhibition, side event, sponsorship, extension activity and other revenues as assigned. The Contractor is responsible for ensuring the electronic registration system can be linked to the event website, and can accommodate up to 5,000 registrations and which includes reporting functions and the ability to generate computerised email and post mailing lists to contact registrants. The registration system must have capacity to receive, to allow modifications and to distribute abstract submissions and must include a payment system to bill for and collect registration fees. The system must be able to process registrations from the participants in advance of the event as well as onsite during the full duration of the Congress.

The Secretariat is responsible for establishing the registration fee per delegate. It is expected to be similar to fees for previous IMPAC events (e.g. over \$1,000 for participants except in the case of students and youth, where a lower priced registration fee could be offered between \$500 and \$1,000).

5.14.2 Event Website

An event website has already been developed and will be managed by the Secretariat. The Contractor will be responsible for the development of the registration form and system, and ensure integration into and compatibility with the existing website developed with Wordpress.org content management system.

5.15 Local Ground Transportation

Congress participants are responsible for covering their own costs related to transportation (bus, taxi, etc.). The Contractor is only responsible for the coordination and recommendation of transportation options, and for managing and determining the number of transport transfers between events, field trips and tours.

5.16 Audio/Visual (A/V) Requirements

The Secretariat is responsible for managing A/V services and costs requirements for the Congress Program except for exhibitors and side events as detailed above (Sections 5.3 and 5.6).

5.17 Opening and Closing Ceremonies, and Entertainment

The Contractor is responsible to research and recommend entertainment options and to provide advisory services for event production.

6. Other Terms and Conditions of the SOW

6.1 DFO Support

No access to facilities, or loan and use of Government Furnished Equipment and networks is required. There will only be access to unclassified documentation.

6.2 Contractor's Obligations

In addition to the obligations outlined in this Statement of Work, the Contractor's resource(s) must:

- 6.2.1 Report to the Project Authority any special circumstances or events affecting the provision of the required services;
- 6.2.2 Submit all written documentation to the Project Authority (electronic copy);
- 6.2.3 Attend meetings with stakeholders, when so requested by the Project Authority;
- 6.2.4 Participate in teleconferences, as needed.

6.3 Location of Work, Work site and Delivery Point

Subject to events of *force majeure* (such as the COVID-19 pandemic), frequent meetings with Secretariat staff and others will be held at the IMPAC5 Secretariat offices and/or at the Vancouver Convention Centre and/or at other locations in Vancouver, British Columbia, at the Project Authority's discretion. The frequency and often immediate and urgent nature of these interactions require the Contractor to have at least one manager-level person responsible for the project available for face to face, on-site meetings throughout the duration of the contract. Up to 8 meetings of a duration of 3 days are anticipated as well as for the Contractor and a team to be on-site during the Congress Week. Having additional staff in Vancouver is preferred.

6.4 Language of Work

All work will be conducted in English.

The Contractor's resource(s) must provide services and deliver any reports and/or documentation in English (Written, Spoken, and Comprehension) at the advanced level as per the below legend.

Language Proficiency Grid			
	Oral	Comprehension	Written
Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and, • give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • fully understand very simple texts; grasp the main idea of texts about familiar topics; and, • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.

Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on action taken; • give straightforward instructions to employees; and, • provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and, • distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • support opinions, and understand and express hypothetical and conditioned ideas. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • understand most complicated details, inferences and fine points of meaning; and, • have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

6.5 Travel and Living

The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.



ANNEX “B” – BASIS OF PAYMENT

The Contractor will be paid in accordance with the following basis of Payment for all professional services, including all associated costs necessary to carry out the required work in accordance with the Contract.

Bidders must submit all prices in Canadian dollars. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

The Bidder must provide firm all-inclusive prices for each of the items included in the tables below. Failure to price any of the categories of service included in Table B-1, will result in a bid being declared non-responsive.

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

There is no provision for overtime under this Contract.

Table B.1 – Event Management Services – Contract Award to October 31, 2022

The **FIRM BASE PRICE (Column A)** must include all set-up activities, materials and costs associated with the provision of the services as specified in the Annex A Statement of Work. Column A represents a low range event scenario.

The **FIRM UNIT PRICE (Column B)** (as applicable) includes cost of additional specified units whereas set-up costs would already be accounted for in the base price.

The **FIRM ALL-INCLUSIVE PRICE (Column C)** must include all activities, materials and costs associated with the provision of the services as per the forecasted number of specified units. Note: specified units are provided for evaluation purposes only. Column C represents a high range event scenario.

The **FIRM EVALUATION POINT PRICE (Column D)** is the average of Column A and Column C and represents a mid-range scenario – the likely scenario. This column will be used for evaluation purposes and comparison between bids.

All revenues collected and any commissions earned by the Contractor in the course of its activities under this contract are to be declared, accounted for, and paid to the Secretariat as revenue. The Contractor is to be compensated solely by the fees provided for in this section, which will be paid to the Contractor by DFO upon completion and acceptance of the work by the Project Authority.

TABLE B-1: EVENT MANAGEMENT SERVICES				
DELIVERABLES	Firm Base Price for Specified Minimum Number of Units A	Firm Unit Price for Each Additional Unit B	Firm All-inclusive Price for Forecast Maximum Number of Units C	Firm Evaluation Point Price (For evaluation purposes) D $(A+C)/2 = D$



<p>Registrations: Provide and operate registration database/software and integrated payment platform; process registrations in advance of the event and onsite for the full duration of the Congress; manage and respond to registration enquiries.</p> <p>Base price must include set up activities and costs associated with registration/payment system.</p>	<p>Firm base price for up to 500 registrations:</p> <p>\$_____</p>	<p>Firm unit price per registration for each additional registration after the first 500 (no upper limit):</p> <p>\$_____</p>	<p>Firm all-inclusive price for 3000 registrations:</p> <p>\$_____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$_____</p>
<p>Travel and Accommodations: Research and provide hotel and local transfer options (e.g. from airport to hotels); negotiate and reserve block of rooms and monitor to avoid penalties; manage enquiries and liaise with hotels as necessary.</p> <p>Firm prices should account for specified services; the direct costs of travel and accommodation reservations are an expense to the participants and should be excluded from the firm prices.</p> <p>Any commissions earned by the Contractor for this activity are to be declared, accounted for and paid to the Secretariat as revenue. The Contractor is to be compensated solely by the fees provided for in this section.</p> <p>(The Secretariat will be managing accommodation for speakers, guests and staff, using room blocks reserved by Contractor).</p>	<p>Firm base price to reserve and manage 200 rooms in each of the three price brackets (total 600 rooms):</p> <p>\$_____</p>	<p>Firm unit price per 100 rooms to reserve and manage additional rooms:</p> <p>\$_____</p>	<p>Firm all-inclusive price to reserve and manage 1000 rooms in each of the three price brackets (total 3000 rooms):</p> <p>\$_____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$_____</p>



<p>Exhibition: Develop and promote trade exhibition package; liaise with and manage exhibitors (including for the full duration of the Congress); design exhibition space.</p> <p>Firm prices should account for specified services; direct costs such as AV and electricity will be an expense to the exhibitors and should be excluded from the firm prices.</p>	<p>Firm base price to develop exhibition program and manage first 30 exhibitors:</p> <p>\$ _____</p>	<p>Firm unit price to manage each additional exhibitor:</p> <p>\$ _____</p>	<p>Firm all-inclusive price to manage program of 100 exhibitors:</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>
<p>Sponsorships: Support Secretariat in development and promotion of sponsorship package; solicit commercial and agency sponsorships as applicable.</p>	<p>Firm base price to develop sponsorship sales package under direction of Secretariat:</p> <p>\$ _____</p>	<p>Commission rate on sponsorship sales to those clients/categories assigned to Bidder by Secretariat:</p> <p>_____ %</p>	<p>Firm all-inclusive price to develop sponsorship sales package and conduct commission sales, assuming sales of \$300,000 are achieved:</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>
<p>Side Events: Advertise possibility to Congress participants to host their side events; manage schedule and space reservation; liaise with venue for additional requests such as catering or AV; respond to enquiries from participants.</p> <p>Firm prices should account for specified services; direct costs of hosting a side event such as AV, catering, etc. will be an expense to the hosting participant and should be excluded from the firm price.</p>	<p>Firm base price for side event coordination service and management of sale and arrangements of first 10 events:</p> <p>\$ _____</p>	<p>Firm per event price for management of, sale of, and arrangements for, each additional side event:</p> <p>\$ _____</p>	<p>Firm all-inclusive price to develop side event ditto and manage sales of, and arrangements for 100 side events:</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>



<p>Extension Program: research and recommend options for social events/field trips (outside of the Congress Program); planning/development of extension program, coordinate and process bookings and payments; handle enquiries; confirm numbers; provide transport options.</p> <p>Firm prices specified services; direct costs of the activities or events will be an expense to the participants and should be excluded from the firm prices.)</p> <p>It is anticipated that time and effort for search, planning and coordination services will increase as the duration of the event increases, e.g. for full day events, planning for meals and transportation must be included; for multi day events, lodging must also be planned.</p> <p>Any commissions earned by the Bidder for this activity are to be declared, accounted for and paid to the Secretariat as revenue. Bidder is to be compensated solely by the fees provided for in this section.</p>	<p>Firm base price to arrange and manage an Extension Program comprising three evening, two half-day, one one-day and one three-day events:</p> <p>\$ _____</p>	<p>Firm unit prices to arrange and manage each additional</p> <ul style="list-style-type: none"> • evening event: \$ _____ • half-day event: \$ _____ • one-day event: \$ _____ • multi-day event per day: \$ _____ 	<p>Firm all-inclusive price to arrange and manage an Extension Program comprising five evening, five half-day, six one-day and four three-day events:</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>
<p>Opening and Closing Ceremonies: research and recommend entertainment options; provide advisory services for event production.</p> <p>Firm prices should account for only the specified services; additional costs for entertainment, production of décor, staging, catering, etc. will be covered by the Secretariat.</p>	<p>Firm price for specified services:</p> <p>\$ _____</p>	<p>N/A</p>	<p>Firm price for specified services (same as in second column):</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>



<p>Volunteers: Design and deliver volunteer program including recruiting, training for one day, and managing volunteers for onsite support (for the full duration of the Congress).</p>	<p>Firm base price to design and deliver a program providing 2 shift of 10 trained volunteers per day (total of 20 persons per day) for six days:</p> <p>\$ _____</p>	<p>Firm unit price to recruit, train and manage each additional 10 volunteers:</p> <p>\$ _____</p>	<p>Firm all-inclusive price to recruit, train and manage a program providing 2 shifts of 30 volunteers (total of 60 persons per day) for six days:</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>
<p>On site event management and support during the full duration of the Congress (i.e. managing those parts of the activities in this column that occur during the Congress i.e. registrations, travel/accommodation info, exhibit, side events, extension program, opening/closing ceremonies, volunteers).</p>	<p>Firm base price for onsite event management assuming up to 1000 delegates:</p> <p>\$ _____</p>	<p>Firm additional price for onsite event management for each additional 500 registered participants or portion thereof:</p> <p>\$ _____</p>	<p>Firm all-inclusive price for onsite event management, assuming 3000 delegates:</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>
<p>Revenue Management: collection of all revenues, record keeping, funds transfers at requested intervals.</p>	<p>Firm price for specified services:</p> <p>\$ _____</p>	<p>N/A</p>	<p>Firm price for specified services (same as in second column):</p> <p>\$ _____</p>	<p>Firm evaluation point price (A+C)/2</p> <p>\$ _____</p>
<p>Direct Expenses: Includes all other direct expenses not included in the above to carry out work under Annex A – Statement of Work, such as operational and administrative costs further detailed below.</p>	<p>\$ _____</p>	<p>N/A</p>	<p>\$ _____</p>	<p>\$ _____</p>



TOTALS	Total All-Inclusive Firm Base Price for Specified Minimum Units/Activities as specified above: \$ _____		Total All-inclusive Firm Price for Forecast Maximum Number of Units/Activities as specified above: \$ _____	Total All-inclusive Firm Evaluation Point Price Total (Column A + Column C) / 2 = \$ _____
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TOTAL ESTIMATED COST:

EVENT MANAGEMENT SERVICES (TOTAL COLUMNS A + C/2): \$ _____ (excluding taxes).

NOTES:

- 1) In order to provide a balanced assessment of the total costs for a smaller or larger Congress, the Financial Proposals will be evaluated on the average of the Total All-Inclusive Firm Base Price (Column A) plus the Total All-Inclusive Firm Maximum Price (Column C).
- 2) Actual payment under the contract will be based on the actual size of the various elements of the Congress, as detailed above, using the Base Prices plus additional unit prices as applicable.

Direct Expenses

All direct expenses, including all general and administrative expenses, normally incurred in providing the services (e.g. project office space including Contractor's hardware and software; word processing; non-project specific reports, photocopying, stationery, courier and telephone charges; local travel and the like) must be included in the firm prices in Table B-1. No other charges will be permitted under the Contract.

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

Subcontracting

All subcontracted requirements must be included in the firm prices in Table B-1. No other charges will be permitted under the Contract.

Contractor Travel and Living Expenses

The Crown will not reimburse the Contractor for any travel-related or living costs. Bidders must ensure no travel costs are included in the Basis of Payment table above.



ANNEX “C” – EVALUATION CRITERIA

Mandatory Technical Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

Evaluation Instructions

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once. **The Bidder is responsible to clearly demonstrate the duration of each projects/experiences and the cumulative duration of time.**

Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation. Supporting data may include résumés and any other documentation necessary to demonstrate the experience and knowledge attained. Simply repeating the statements contained in the Statement of Work or Evaluation Criteria is not sufficient.

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

The experience of the Bidder must be clearly identified by providing:

- The project/event name;
- The name of the client organization (to whom the services were provided);
- The name, title, telephone number and e-mail address of the Project Authority or person to whom the Bidder reported to, whatever their title*;
- The period during which the service was provided (month and year and total number of months accounting for the experience);
- The location of the project/event;
- The number and types of participants to the event (to attest to size and complexity of event, as defined below); and
- A brief description of the event and type and scope of the services provided (to attest to complexity of event, as defined below)

For the purpose of evaluation, one (1) year is defined as twelve (12) cumulative months.

Information to bidders: The compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in the paragraphs above, the résumés and/or any supporting documentation are required as evidence.

*N.B.: At the discretion of the Contracting Authority, references may be checked to confirm data provided by bidder.

Please note bidders must complete the following charts and include with their bid submission.

DEFINITIONS

* **Similar size** is defined as more than 1,000 participants.



**** Similar complexity** is defined as including the following elements:

- managing registrations and accommodation reservations of meeting participants;
- managing at least two sources of revenue including from registrations;
- involving participants from a variety of sectors, e.g. from different levels of government, non-governmental organizations, academia, the private sector and/or the public;
- involving subcontracts for work by, or relationships with, at least two other suppliers to ensure successful delivery of the overall project/event.

TABLE A – CORPORATE MANDATORY CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal Page No. (Bidder to Complete)
M1	<p>Industry Certification</p> <p>The Bidder must have a valid industry-recognized accreditation* demonstrating achievement or recognition of a standard of expertise in event management, such as accreditation with the International Association of Professional Congress Organizers (IAPCO). An IATA TIDS number alone is not acceptable.</p> <p>*A copy of the certification/accreditation must be included with the bid.</p>	
M2	<p>Managing Meetings - Experience</p> <p>The Bidder must demonstrate using project descriptions that it has a minimum of thirty-six (36) months of cumulative experience in managing meetings of a similar size* and complexity**.</p>	
M3	<p>Financial Capability</p> <p>The Bidder must demonstrate its financial capability to fulfil this requirement by:</p> <ol style="list-style-type: none"> a) providing one recent* project example where the Bidder managed a project where the contract value was greater than \$400,000 (excluding taxes); AND b) providing at least one recent* project example of having arranged for collection of revenues through: 1) registration, 2) exhibition, 3) side event, 4) sponsorship, 5) extension activity and/or other revenues as assigned. The Bidder must have experience with at least four of these types of revenue collection, not necessarily all for the same event. 	



	<p>*Recent is defined as within thirty-six (36) months prior to the bid closing date.</p>	
M4	<p>Registration System</p> <p>The bidder must demonstrate by providing three (3) project examples where it was able to provide:</p> <ul style="list-style-type: none"> • an electronic registration system which can be linked to the event website; AND • can accommodate up to 5000 registrations; AND • includes reporting functions; AND • includes the ability to generate computerised email and post mailing lists to contact registrants; AND • includes the capability to receive, to allow modifications and to distribute abstract submissions; AND • includes linkage to a payment system; AND • can process registrations from the participants in advance of the event as well as onsite during the full duration of the Congress. 	
M5	<p>Accommodations Management</p> <p>The bidder must demonstrate using project descriptions that it has arranged for reservations of at least 600 hotel rooms at various price points for at least one past event.</p>	
M6	<p>Project Lead Resource</p> <p>The bidder must provide the resume of the proposed Project Lead. The resume must demonstrate, using project descriptions, that the Project Lead has a minimum of sixty (60) months of cumulative experience in managing meetings of a similar size* and complexity**.</p> <p>Should the identified Project Lead become unavailable during the duration of the project, the replacement resource must have a similar breath of experience and capacity.</p>	

Rated Requirements

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables below. In order to qualify for the rating process, proposals must respond to the following rated requirements in the order shown and must include the referenced Section / Page in the Bidder's proposal.

Bids **MUST** achieve an overall minimum score as specified in the tables below of the Rated Requirements, in order to be considered technically responsive. Proposals which fail to attain the



minimum score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

TABLE B – CORPORATE RATED CRITERIA				
No.	Evaluation Criteria	Max Points	Points Breakdown	Cross Reference to Proposal Page No. (Bidder to complete)
R1	<p>Proven Track Record</p> <p>The Bidder should demonstrate using project descriptions that it has in excess of the minimum mandatory requirement (M2) of thirty-six (36) months of cumulative experience in planning and managing events of similar size* and complexity**.</p> <p>E.g. A Bidder who has 39 months of cumulative experience (i.e. at least 36 months from M2 plus another 3 months) will score 4 points.</p>	12	<p>Up to 12 points will be awarded for total cumulative experience in previously planning and managing events of similar size* and complexity** as follows:</p> <ul style="list-style-type: none"> • 37 months to 59 months cumulative total = 4 points • 60 months to 119 months cumulative total = 8 points • 120 months or more cumulative total = 12 points 	
R2	<p>Vancouver Convention Centre – Experience</p> <p>The Bidder should demonstrate using project descriptions that it has experience in planning and managing events of similar size* and complexity** at the Vancouver Convention Centre.</p>	6	<p>Up to 6 points will be awarded for experience in previously planning and managing events of similar size* and complexity** at the Vancouver Convention Centre as follows:</p> <ul style="list-style-type: none"> • 2 points per event, up to three events 	
R3	<p>Additional Experience</p> <p>The Bidder should demonstrate using project descriptions that it has experience in planning and managing events with more than 500 participants in the following areas:</p> <p>A) Events where other logistical aspects were managed, such as (8 points max.):</p> <ul style="list-style-type: none"> • Exhibition planning; • Sponsorships; • Side events coordination; • Support to or design of opening and/or closing ceremonies; 	16	<p>Up to 16 points will be awarded for experience in previously planning and managing events with more than 500 participants in each area listed, as follows:</p> <p>A) 4 points per each example that includes at least three of the services listed, up to a maximum of 2 examples.</p> <p>B) 2 points per example (up to 2 events)</p>	



	<ul style="list-style-type: none"> Coordination of onsite staff and/or volunteers. <p>B) Events with participants from more than three countries (4 points max.)</p> <p>C) Events involving participation of high profile/high level delegates (i.e. political leaders, ministers, CEOs, etc.) and/or international celebrities (4 points max.)</p>		<p>C) 2 points per example (up to 2 events)</p>	
R4	<p>Demonstration of Capacity – Travel and Accommodations</p> <p>The Bidder should demonstrate using project descriptions that it has experience in managing accommodation arrangements (up to 3 examples).</p>	6	<p>Up to 6 points will be awarded for experience in managing previous accommodation arrangements as follows:</p> <ul style="list-style-type: none"> Events for which 1000 rooms or more were arranged = 2 points; Events for which less than 1000 rooms were arranged = 1 point <p>A limit of up to 3 examples will be assessed.</p>	
R5	<p>Demonstration of Capacity – Trade Shows/Exhibitions</p> <p>The Bidder should demonstrate using project descriptions that it has experience in arranging and managing previous trade shows/exhibitions.</p>	5	<p>Up to 5 points will be awarded for experience in arranging and managing previous trade shows/exhibitions as follows:</p> <ul style="list-style-type: none"> \$100,000.00 to \$199,999.99 (before taxes) in revenue collected = 1 point; \$200,000.00 to \$299,999.99 (before taxes) in revenue collected = 2 points; \$300,000.00 to \$399,999.99 (before taxes) in revenue collected = 3 points; \$400,000.00 to \$499,999.99 (before taxes) in revenue collected = 4 points; 	



			<ul style="list-style-type: none"> • \$500,000.00 or more (before taxes) in revenue collected = 5 points 	
R6	<p>Demonstration of Capacity – Sponsorships</p> <p>The Bidder should demonstrate using project descriptions that it has experience creating and implementing sponsorship programs.</p>	5	<p>Up to 5 points will be awarded for experience in creating and implementing sponsorship programs as follows:</p> <ul style="list-style-type: none"> • \$100,000.00 to \$199,999.99 (before taxes) in revenue collected = 1 point; • \$200,000.00 to \$299,999.99 (before taxes) in revenue collected = 2 points; • \$300,000.00 to \$399,999.99 (before taxes) in revenue collected = 3 points; • \$400,000.00 to \$499,999.99 (before taxes) in revenue collected = 4 points; • \$500,000.00 or more (before taxes) in revenue collected = 5 points 	
R7	<p>Demonstration of Capacity – Side Events</p> <p>The Bidder should demonstrate using project descriptions that it has experience arranging and coordinating previous side events within a larger event.</p>	6	<p>Up to 6 points will be awarded for experience in arranging and coordinating previous side events within a larger event as follows:</p> <ul style="list-style-type: none"> • 1 point for parallel planning anywhere; • 2 points for parallel planning at the Vancouver Convention Centre. <p>E.g. having coordinated side events once at the VCC and twice at other facilities would earn 4 of the possible 6 points.</p> <p>A limit of up to 3 examples will be assessed.</p>	



<p>R8</p>	<p>Demonstration of Capacity – Extension Program</p> <p>The Bidder should demonstrate using project descriptions that it has experience planning extension activities provided in conjunction with main events which were directly related to either the theme or professional content of the overall event.</p> <p>E.g. One part day event that took place in Vancouver and one full day event that took place elsewhere would receive a total of 6 points.</p>	<p>12</p>	<p>Up to 12 points will be awarded for experience in extension activities provided in conjunction with main events which were directly related to either the theme or professional content of the overall event.</p> <p>Points will be awarded for each example as follows (an example of each must be provided: one example of a part day activity, one full day activity and one multi-day activity):</p> <ul style="list-style-type: none"> • a part day = 2 points • a full day = 2 points • a multi-day activity = 2 points; AND • two additional points will be added to each example that was offered in Vancouver <p>A limit of up to 3 examples will be assessed.</p>	
<p>R9</p>	<p>Demonstration of Capacity – Opening and Closing Ceremonies</p> <p>The Bidder should demonstrate using project descriptions that it has experience providing ceremony services in the following areas:</p> <p>A) Researching and recommending entertainment options (1 point); AND</p> <p>B) Providing advisory services for event design and production (1 point).</p>	<p>4</p>	<p>Up to 4 points will be awarded for experience in providing ceremony services as follows:</p> <ul style="list-style-type: none"> • One point for each example • Up to 2 examples maximum for each area <p>A limit of up to 4 examples will be assessed.</p>	
<p>R10</p>	<p>Demonstration of Capacity – Volunteers</p> <p>The Bidder should demonstrate using project descriptions that it has experience in arranging and</p>	<p>3</p>	<p>Up to 3 points will be awarded for providing one example of arranging and managing a volunteer program involving at least 30 volunteers and involving the following</p>	



	<p>managing a volunteer program involving:</p> <ul style="list-style-type: none"> • At least 30 volunteers; AND • Involving the following activities: <ul style="list-style-type: none"> A) Recruiting volunteers (1 point) B) Training volunteers (1 point) C) Managing and supervising the onsite activities of the volunteers (1 point) 		<p>activities:</p> <ul style="list-style-type: none"> A) Recruiting volunteers = 1 point B) Training volunteers = 1 point C) Managing and supervising the onsite activities of the volunteers = 1 point <p>A limit of one example will be assessed.</p>	
R11	<p>Demonstration of Capacity – Onsite Event Management</p> <p>The Bidder should demonstrate using project descriptions that it has experience in providing onsite event management services in each of the following areas:</p> <ul style="list-style-type: none"> A) In-person service for registration (1 point); B) In-person counselling regarding travel and accommodation (1 point); C) In-person management of an exhibition or trade show (1 point); D) In-person supervision and customer service for side events (1 point); E) In-person information and registration services for extension events (1 point) 	10	<p>Up to 10 points will be awarded for providing up to two examples of previous experience in each of the areas listed.</p>	
R12	<p>Corporate Social and Environmental Responsibility and Innovation</p> <p>The Bidder should demonstrate using project descriptions that it includes corporate social and environmental responsibility and innovation practices in each of the following areas:</p> <p>A) Corporate Social and Environmental Practices and Policies. The Bidder has corporate</p>	15	<p>Up to 15 points will be awarded for the following the following areas:</p> <ul style="list-style-type: none"> A) Corporate social and Environmental Practices and Policies (1 point for each element listed up to 5 points max. for category A). B) Staging one or more “Green” Events and/or 	



	<p>social and environmental practices, such as having a Corporate Social Responsibility Policy, policies on equity, diversity and inclusion, policies on environmental performance, occupying energy efficient offices (e.g. LEED rating), etc. 1 point for each demonstrated element.</p> <p>B) Staging one or more “Green” Events and/or “Green” Elements of Events. The Bidder has experience staging one or more “green” events and/or for “green” element of events. E.g. a paperless event, an event with no single-use plastics, an event with energy conservation, etc.</p> <p>C) Arranging and managing online extensions. E.g. arranging and managing facilities for people to participate remotely by internet connection.</p>		<p>“Green” Elements of Events (1 point for each non-duplicated “green” elements of events produced up to 5 points max. for category B).</p> <p>C) Arranging and managing online extensions (1 point for each event for which such extension(s) were arranged. Events with two-way interactive livestreaming will earn 2 points. (Up to 5 points max. for category C).</p>	
<p>Total Evaluated Score: (Minimum points required 60)</p>		<p>/100</p>		